



State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, MO
65102
(573) 751-1851

Matt Blunt
Governor

Michael N. Keathley
Commissioner

SAMPLE SUSPENSION LETTER (5 Days or Less)

July 3, 2006

Mr. John Doe
111 State Street
Jefferson City, MO 65102

Dear Mr. Doe:

For the reasons indicated herein, you are hereby notified of your suspension of 4 days from your position as [state position] with the Division of [name division] effective July 11, 2006, at the end of the day. You are to report back to work on July 18, 2006, at your regularly scheduled time. This action is being taken subject to your right to show reasons why this suspension should not take effect. You may make an appointment to appear in person to meet with [name of appointing authority] between the hours of 8:00 am and 5:00 pm by July 7, 2006 by calling (573) 555-1212. You may also, if you desire, present your position in writing delivered to [name of appointing authority] by 5:00 pm on July 7, 2006 at his/her office located in Room 101 of the Harry S. Truman Office Building. If there is to be a change to the disciplinary action, you will be contacted in writing prior to the effective date of the original action. If you are not contacted, the original action will be effected.

This suspension is required in the interests of efficient administration and the good of the service will be served thereby. This action is being taken for the following reasons: [list specific reasons for suspension including dates of misconduct].

Sincerely,

Appointing Authority

Cc: Director, Division of Personnel